

STATE OF GEORGIA

Application for

OFFICE OF SECRETARY OF STATE DEPARTMENT OF ARCHIVES A HISTORY RECORDS MANAGEMENT DIVISION

RECORDS DISPOSITION STANDARD

1 Application Date	INHTERICTIONS: See separate instructions for completion of	FOR RECORDS MANAGEMENT	DIVISION USE
· ·	front and reverse of this form. Sign original and two copies	Date Received Application	No. Date Completed
2. Agency Application No.	and forward to Department of Archives and History, Attention: Records Management Officer.	DCT 21 1974 74-3	70 NOV 7 1974
3 AGENCY, Division, Suistivision	Administering Office Address	4. Person to Contact	
Department of Tr Division of High	cansportation way Planning - Road Inventory Sect.	JOE LINDS	EY
C-1, Rainbow Dri Decatur, Georgia	lve	5. Working Title Asst Ch. Road Inven.	6. Tel. No. 665-5420
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7. ACTION REQUESTED Amend Disposition Standard # 235, August 25, 1972

ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.

DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

9. Exact Series Title

1920 to Date

Road Life Data File

10. What is the function of the office in which this record series is created

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The function of the office in which this records series is created is to document the history of roads funded by State, Federal and local monies. This historical documentation includes a physical description of the road, construction improvements, construction costs, funding and a physical inventory of all public roads.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to a complete history of construction, costs, funding, and retirement of state and federally-funded roads.

Included are Construction and Retirement Record(Form HPS-RL-351; and Road Life Data Processing Cards as follows: Road Life Cost Cards; Road Life History Cards; Road Life Off-State System Cards; Road Life FAS Rural and Municipal Cards; Urban Life and Icorporated Road Life Cards.

Construction and Retirement records forms are arranged alphabetically by county; Road Life Data Cards are arranged numerically by county code number.

ATTACH SAMPLES OF THE FILE

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12.	EQUIPMENT OCCUPIED	No. of Drawars	Cu. Ft. of Records		No. of	Drawers	Co. Pt. el	Records
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	Legal-size File Drawers		1	Floor Space Occupied (Square Feet)	in O	fice(s) is	Storage /	lrea(a)
				>4.7	Thie Year's	Last Year's	Preceding Year's	All Prior Year's
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\lceil	QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES." please explain	YES NO
13.	Is this the Record Copy of the series?	[x131]
14.	. Is there a duplication of this series in another office or agency?	ָן אַן נאַן
15.	Is the information contained in this series ever summarized or published? Attach copy of summary or publication.	[X]]
16.	. Does the series contain classified information requiring security handling?	[] x]
17.	Does the series initiate, amend or terminate agency policies and procedures?	[] (x)
18.	Could the function be performed if the files were lost or destroyed?	[x] []
19.	Is the series (or major portion of it) regularly electrofilmed? If yes, why?	[] [x]
20.	Does the record series provide data as input to an EDP file?	[X] []
21.	Does the record series contain documentation produced as EDP printout?	[x] []
22.	Has the Federal Government issued instructions governing retention/disposition of these files?	[X] []
23.	Will there be a need for these records 10, 15 years from now? If yes, what?	[X] []
24.	REQUIREMENTS. The following requires the files to be kept years:	
		VALUE
	(Cite Law, Statute, or other reason for the retention requirement) Section 8 Act 536 (Approved 2-2-50) - information needed for inventory report. Provided only complete history of roads from 1920 to date.	
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EXPLANATION OF YES ANSWERS TO QUESTIONS 14-23

- 15. Partially summarized in Road Inventory Processing Record.
- 18. Current inventory of roads could be reconstructed but historical data could not.
- 20. Input for Road Inventory Processing Record.
- 21. Road Inventory Processing Record.
- 22. Federal Funds for highway projects.
- 23. Needed to provide a construction history of the road. For example, if a utilities company was planning to lay a new cable under a road they would want to know the composition of the surface pavement and the thickness and types of material of the various levels of pavement beneath the surface.



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Application for

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY

RECORDS DISPOSITION STANDARD

DEPARTMENT OF ABCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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:	Records Management O	fficer.				
3 AGENCY, Division, Subdivision	Administering Office A	dress		4. Person to Contro	:t	
Department of Trans				" / /		
Division of Highway	Planning - Ro	ad Inventory	Section	/ / /.	•	
C-1 Rainbow Drive		· · · · · · · · · · · · · · · · · · ·		/Jog Li		
Decatur, Georgia				5 Working Tille asst. Chr. Roa	d Inven	6. Tel. No. 656-5358
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